

# **HOW TO ADD AN EMPLOYEE TO AN EVENT WHEN NOT ALREADY INCLUDED**

# Purpose

- When an event occurs, employees are included if they work in the geographical area of the event or if their organizational grouping is included in the event.
- If a supervisor knows of other employees that should be in the declared area, they can be added through this process. Example: tdy or leave

This instruction will show you how to add employees to an event

# FEPAAS Main Page:

## <https://fepaas.whs.mil>

Once logged in, click on the 'Accounting' tab

**FEPAAS** / **FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM**  
**DEFENSE LOGISTICS AGENCY (DLA)**

Logout

Home Manager/Supv. **Employees** Accounting Reports Reference My Info Help Admin

**Announcements**

As we look to the future, it is imperative to build a culture of preparedness for these events. We must be ever more proactive. We must define individual and organizational responsibilities for disaster preparedness and response. Preparedness is everyone's responsibility. Preparedness is power.

Another key part preparedness is the debut of the **Fourth Estate Personnel Accountability and Assessment System** or FEPAAS. This will be the official DoD tool for personnel accountability in the event of a natural or man-made disaster.

"Hurricane Katrina caught the services off guard with no real procedures in place to gain and maintain accountability of personnel and their family members," said Lt. Col. Trudy Leonard, chief of the Personnel Contingency Cell for the Army G-1.

FEPAAS was built based on a directive from the Department of Defense to address this issue. This Web-based tool allows employees to update information by using the internet or calling a toll-free number. In addition, FEPAAS will assist officials to determine the status of DoD employees and their families and then provide assistance as needed.

[Read more.](#)

**Training**

**Online FEPAAS Training**

**DCO**  
DEFENSE CONNECT ONLINE

Live, online training sessions.  
No registration is required, just login to DCO prior to the meeting time.

**How Do I...**

**How Do I...**

- Remove a SUPV from my organization?
- Find personnel on my roster that have not accounted?
- Download a User's Guide?

**FAQs**

- Do contractors need to be accounted for?
- How many Org IDs can I be a SUPV for?
- It's been 4 months since someone transferred. Why are they still on my roster?

**Help and Contact Info**

**Help and Contact Info:**

24-Hour DLA Customer Interaction Center (CIC)  
1-800-334-3414  
1-296-961-7625 (Commercial)  
661-7625 (DSN)

DLA CIC Hearing Impaired Numbers  
1-866-605-6566 (TTY)  
1-269-961-7800 (Commercial)  
661-7800 (DSN)

**I Need to...**

**I Need to...**

- Account for my employees
- See accounting reports for my Org ID
- See accounting reports for my hierarchy
- Find employees not on my roster
- Add a SUPV for my organization
- Update my contact info
- Lookup an Org ID by name
- Search the Org ID hierarchy
- Download reference information

# Locating your employees

Select the event, and any other search criteria, then click on 'Find'. A list of employees within your organization should be returned to

Fourth Estate Personnel Accountability and Assessment System (FEPAAS) - Windows Internet Explorer provided by Defense Logistics

https://fepaassupport.whs.mil/?npublic=true

File Edit View Favorites Tools Help

DLA Human Resources Army Job Aids and Index DLA Columbus Today - DLA ... DLA eWorkplace DLA Home Use Program Inf... DoD Antivirus site DoD Webex version

Fourth Estate Personnel Accountability and Assessment...

FEPAAS FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM DEFENSE LOGISTICS AGENCY (DLA)

Logout

Home Manager/Supv. Employees Accounting Reports Reference My Info Help Admin

Accounting for Fourth Estate Employees

Event: DLA Test Event Last Name (starts with): First Name (starts with): Full SSN: Designation Type: Any Org ID: Accounting Status: Population: All

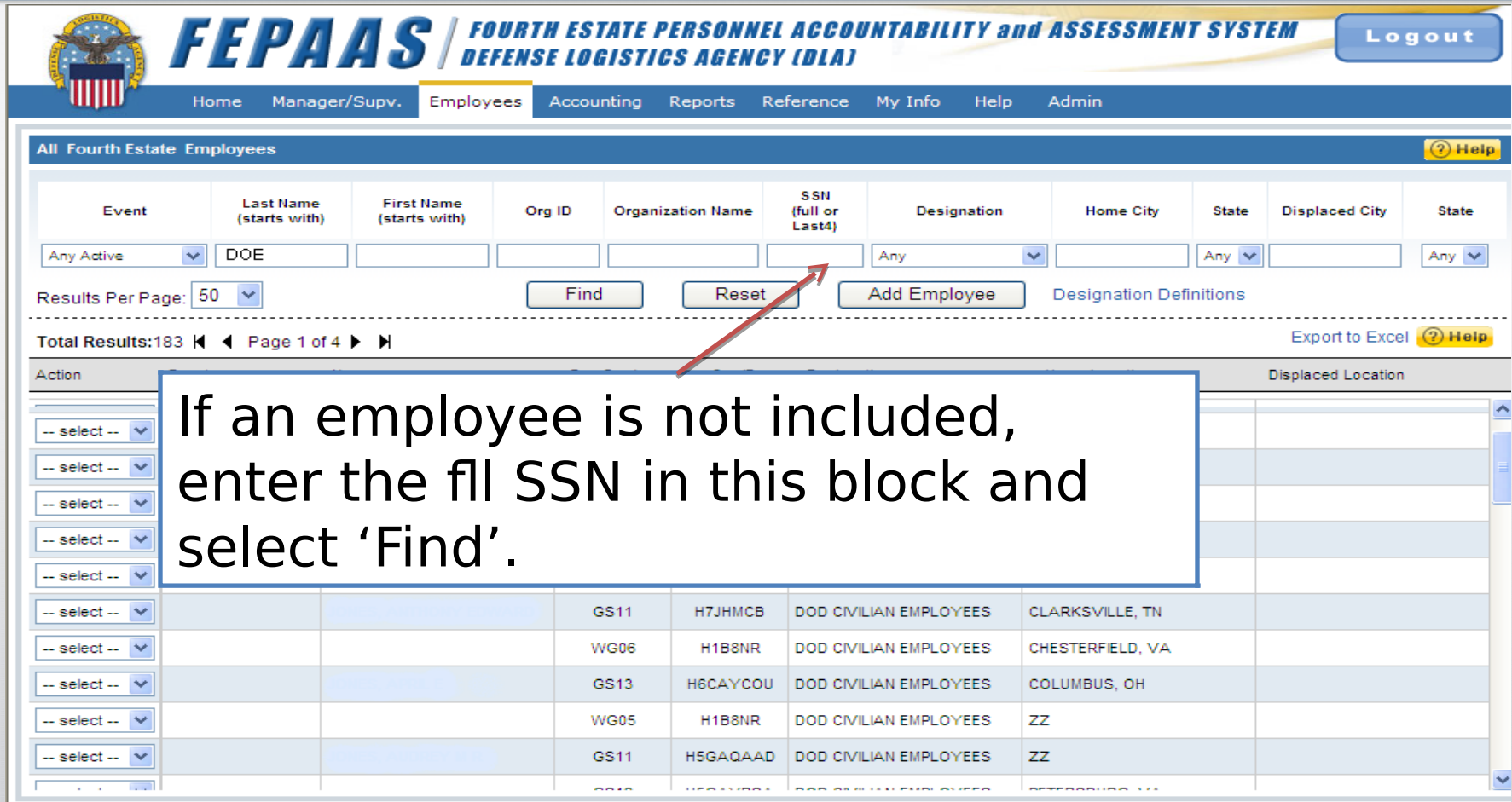
Records Per Page: 50 Find Reset Filter Add Employee

Total Records Shown: 39 Save Page Reset Page Page 1 of 1 Export to Excel

| Name               | Accounted For At: | Current Location | Displaced Location               | Other Accounting Options: | Notes | Last Accounted By                 |
|--------------------|-------------------|------------------|----------------------------------|---------------------------|-------|-----------------------------------|
| [REDACTED] K (CV)  | H9TAFSFC          | Clear            | <input checked="" type="radio"/> | <input type="radio"/>     |       | Jim (J8H9DS) 2011-02-03 09:47 PST |
| [REDACTED] S (CV)  | H9TANILB          | Clear            | <input type="radio"/>            | <input type="radio"/>     |       |                                   |
| [REDACTED] N (CV)  | H9TAFSDA          | Clear            | <input type="radio"/>            | <input type="radio"/>     |       |                                   |
| [REDACTED] P (CV)  | H9TAFSCA          | Clear            | <input type="radio"/>            | <input type="radio"/>     |       |                                   |
| [REDACTED] L (CV)  | H9TANABC          | Clear            | <input type="radio"/>            | <input type="radio"/>     |       |                                   |
| [REDACTED] ED (CV) | H9TAQIC           | Clear            | <input type="radio"/>            | <input type="radio"/>     |       |                                   |
| [REDACTED] A (CV)  | H9TAQIB           | Clear            | <input type="radio"/>            | <input type="radio"/>     |       |                                   |
| [REDACTED] J (CV)  | H9TAFTPA          | Clear            | <input type="radio"/>            | <input type="radio"/>     |       |                                   |
| [REDACTED] IE (CV) | H9TAFSAA          | Clear            | <input type="radio"/>            | <input type="radio"/>     |       |                                   |
| [REDACTED] EN (CV) | H9TANAAC          | Clear            | <input type="radio"/>            | <input type="radio"/>     |       |                                   |
| [REDACTED] (CV)    | H9TAQSBA          | Clear            | <input type="radio"/>            | <input type="radio"/>     |       |                                   |
| [REDACTED] L (CV)  | H9TAFSCB          | Clear            | <input type="radio"/>            | <input type="radio"/>     |       |                                   |
| [REDACTED] A (CV)  | H9TAQSLB          | Clear            | <input type="radio"/>            | <input type="radio"/>     |       |                                   |

Back to Accounting Summary

# If you don't see an employee:



The screenshot shows the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface for the Defense Logistics Agency (DLA). The top navigation bar includes links for Home, Manager/Supv., Employees, Accounting, Reports, Reference, My Info, Help, and Admin. A 'Logout' button is in the top right. The main section is titled 'All Fourth Estate Employees' and contains a search form with fields for Event, Last Name, First Name, Org ID, Organization Name, SSN, Designation, Home City, State, Displaced City, and State. A red arrow points to the SSN field. Below the search form are buttons for 'Find', 'Reset', 'Add Employee', and 'Designation Definitions'. A text box with a blue border and white background is overlaid on the table, containing the instruction: 'If an employee is not included, enter the full SSN in this block and select 'Find'.' The table below the text box has columns for Action, Displaced Location, and a list of employees with their details.

| Action                         | Displaced Location | Event      | Last Name (starts with) | First Name (starts with) | Org ID | Organization Name | SSN (full or Last4)    | Designation | Home City        | State | Displaced City | State |
|--------------------------------|--------------------|------------|-------------------------|--------------------------|--------|-------------------|------------------------|-------------|------------------|-------|----------------|-------|
| -- select --                   |                    | Any Active | DOE                     |                          |        |                   |                        | Any         |                  | Any   |                | Any   |
| Total Results: 183 Page 1 of 4 |                    |            |                         |                          |        |                   |                        |             |                  |       |                |       |
| -- select --                   |                    |            |                         |                          | GS11   | H7JHMCB           | DOD CIVILIAN EMPLOYEES |             | CLARKSVILLE, TN  |       |                |       |
| -- select --                   |                    |            |                         |                          | WG06   | H1B8NR            | DOD CIVILIAN EMPLOYEES |             | CHESTERFIELD, VA |       |                |       |
| -- select --                   |                    |            |                         |                          | GS13   | H6CAYCOU          | DOD CIVILIAN EMPLOYEES |             | COLUMBUS, OH     |       |                |       |
| -- select --                   |                    |            |                         |                          | WG05   | H1B8NR            | DOD CIVILIAN EMPLOYEES |             | ZZ               |       |                |       |
| -- select --                   |                    |            |                         |                          | GS11   | H5GAQAAD          | DOD CIVILIAN EMPLOYEES |             | ZZ               |       |                |       |

# Add an employee to an event:

When the employee record appears, select 'Add to Event'

Then, select the event, click 'In the Area', and select the reason for the add.

The screenshot shows the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) web application interface. The main page displays a table of employees with columns for Event, Last Name, First Name, Org ID, Organization Name, SSN, Designation, Home City, State, and Displaced City. A red arrow points from the 'Add to Event' button in the top right of the table to the 'Add Fourth Estate Employee Member(s) to Event' dialog box. The dialog box contains a dropdown menu for 'Add to Event' (set to 'Choose one'), a text input for 'Name (Last, First Middle)' (containing 'JOHN KEVIN'), a checkbox for 'In the Area' (checked), and a dropdown for 'Select reason--'. The 'Save' and 'Cancel' buttons are at the bottom of the dialog.

| Action       | Event   | Name       | Pay Grade | Org ID | Designation            | Home Location | Displaced Location |
|--------------|---|------------|-----------|--------|------------------------|---------------|--------------------|
| -- select -- | DLA Test Event,<br>DLA Union Demo,<br>FEPAAS Demo Event | JOHN KEVIN | GS12      | J8H9DS | DOD CIVILIAN EMPLOYEES |               |                    |

**Add Fourth Estate Employee Member(s) to Event**

Choose which event affected this Fourth Estate Employee and check to show who was in the area at the time.

Add to Event: Choose one

Name (Last, First Middle): JOHN KEVIN

In the Area: ☒

Select reason--

Save Cancel